

Assistant teacher Job Description / Teacher Eval

Arrival time on the job: 8:30am; Hours worked: 4 per day

Reports to: Shanan E. Geitgey, Director First Years Community Preschool

Works directly with and under the supervision of : Lead Classroom Teacher

For purposes of yearly evaluations, staff will be rated : M(mostly) S(sometimes) N(never)

Staff: _____

Date: _____

- Shows a commitment to and a desire to uphold the Child Day Care Licensing laws of the Ohio Department of Job & Family Services, and demonstrates an understanding of the job description. _____
- Maintains a commitment to professionalism through his/her appearance and or dress code, and also commits to continuing his/her education and in-service training as needed and described in the employee handbook. (in-service hours and or step up to quality hours) * _____
- Displays a positive and Christ-like attitude and personality in the classroom and with families, and has a genuine love and concern for the children in his/her class, and their families. _____
- Assists the lead teacher in daily classroom operations as needed. These may change from day to day. _____
- Assistant teacher is actively involved during the day, as well as outdoor and playland activities, not sitting in one area, in a group or socializing. _____
- Displays a commitment to attending monthly staff meetings as well as any other fellowship / service / ministry events such as but not limited to the week of the young child, Holiday programs, family pizza and movie night, ect... * _____
- Assists the lead teacher in maintaining attendance records and class ratios. _____
- Maintains appropriate and friendly relationships with families and maintains healthy and open lines of communication with families and the center Director at all times and as necessary. _____
- Supports and extends on the children's learning during the day and at center time. _____
- Assists the lead teacher in documenting and assessing each child's development and needs by compiling documentation on behavior, artwork, photographs and other details as needed for the child's portfolio, as well as assists with completing screening tools, such as ASQ* _____
- Assists the lead teacher with preparing the classroom bulletin board as needed. * _____
- Supervises the bathroom and toileting needs of the children in the class, never goes out of ratio. _____

- Assists the lead teacher in making copies of curriculum materials, newsletters, announcements and reminders as needed. * _____
- Assists the lead teacher in preparing a “self-serve” snack by getting pitchers with drinks, cups, napkins, snack measuring cups, bowls, ect...as needed each day, but allowing the children to pass out and serve themselves. * _____
- Assists the lead teacher by preparing the cleaning solution (bleach & water) fresh each day. * _____
- Maintains the sanitary measures in disinfecting tables and chairs before and after snacks and whenever necessary. _____
- Maintains the sanitary measures of the classroom by sweeping or vacuuming and putting things away properly each day. * _____
- Assists the lead teacher in tracking and maintaining classroom supplies and assuring proper condition and safety. _____
- Comes to work on time and with a positive attitude. Reports to work as scheduled. _____
- Staff utilize the sub list and report off in a timely fashion. _____
- Teacher uses a positive tone and encouraging language when speaking to children. _____
- Staff report suggestions in a positive manner, gossip is avoided. _____
- Accepts feedback well. _____
- Fulfills any other functions that might be necessary to assure the smooth and compliant operation of the center. _____

Area’s of growth or improvement, training topics encouraged for this school year:

Additional Comments:

(Rev. 11/2014)

** Denotes interview type questions*

** An evaluation with several **S** or **N** ratings can result in not being asked to return as a staff member for the coming school year.*